

To: Purchia, Liz[Purchia.Liz@epa.gov]
From: Loving, Wanda
Sent: Mon 8/17/2015 1:49:59 PM
Subject: RE: Instructions for Tracking Time on GKM Incident

Hi Liz,

What exactly do you need entered on your timecard?

Wanda

From: Gray, Doris
Sent: Monday, August 17, 2015 9:39 AM
To: Purchia, Liz
Cc: Smith, Roxanne; White, Candace; Loving, Wanda
Subject: RE: Instructions for Tracking Time on GKM Incident

You need to go to Web Forms and fill the form EPA2560-7 Request for Overtime and it will go through the process for signature. I cannot access your timecard because I do not have rights as a timekeeper in this office. I will check with Candy to see if she can help with figuring out why you cannot get in and also notify Wanda Loving (who is our timekeeper) so she can go in for you.

Doris

From: Purchia, Liz
Sent: Monday, August 17, 2015 9:11 AM
To: Gray, Doris
Subject: FW: Instructions for Tracking Time on GKM Incident

Hi Doris – Can you help me with this?

I can't seem to log into my account to fill out my timesheet.

From: Smith, Roxanne

Sent: Wednesday, August 12, 2015 2:09 PM

To: Purchia, Liz; Harrison, Melissa; Fried, Becky; Hunter-Pirtle, Ann; Davis, Jay; Lee, Monica; Allen, Laura

Cc: Reynolds, Thomas; Hull, George

Subject: Instructions for Tracking Time on GKM Incident

All:

I spoke with Matt Fritz and schedule Cs/ADs can receive comp time for their work on the Gold King Mine incident. Matt said you may put no more than 80 hours of comp time on your time sheet. Please go into web forms to request the comp time. If you don't know how, Doris can show you.

Also, George will need to know how many hours you work on GKM to give to OEM, who tracks the hours. George will follow up with more instructions.

Other arrangements have been made for career employees working this incident.

Roxanne Smith

Principal Deputy Associate Administrator

Office of Public Affairs

U.S. Environmental Protection Agency

202-564-4455

smith.roxanne@epa.gov